**TANAS ADMINISTRATOR AND TEACHER LICENSURE MANUAL**

**TANAS Statement of Purpose**

The Tennessee Association of Non-Public Academic Schools, also referred to as TANAS, is an organization chartered for the purpose of serving Private Christian Education in the state of Tennessee. TANAS operates as a service organization to church-related school ministries. TANAS desires to further the proclamation of the Word of God and the absolute sole authority and Lordship of Jesus Christ over such churches and Christian schools. The TANAS organization approves nursery, pre-school, kindergarten, elementary, secondary, and satellite home school programs as ministries of specific churches in accordance with the standards established in the Bible, the Word of God.

**TANAS Statement of Faith**

* We believe the Bible to be the inspired Word of God and our standard for faith and practice.
* We believe in God as revealed in the Bible. He, as our eternal heavenly Father, is the author of truth, love, and faith.
* We believe in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His vicarious and atoning death, in His bodily resurrection, and in His second coming.
* We believe in the Holy Spirit who empowers for service and reveals Jesus in us.
* We believe that man was created in the image of God, fell through disobedience, and is saved through faith in Jesus Christ.

**Applicants applying for licensure or certification must agree with the TANAS Statement of Faith.**

**Introduction**

The Tennessee Association of Non-Public Academic Schools has adopted new teacher licensure policies effective May 30, 2018. Educators affected by the new policies include, administrators, teachers, school services personnel and occupational teachers. Any license issued prior to May 30, 2018 will remain valid until the date of expiration. All new licensure applications filed after May 30, 2018 will be processed in accordance with the new policies.

The Tennessee Association of Non-Public Academic Schools offers two types of licenses for teachers, two certificates for teacher assistants, one permit to teach, and two administrator licenses.

* **Practitioner License**
* **Professional License**
* **Associate Degreed Certificate**
* **Teacher Assistant Certificate**
* **Permit to Teach**
* **Administrative Assistant License**
* **Administrator License**

**Commonly Asked Questions**

**1. Is the TANAS License transferable to public or private schools not affiliated with TANAS?**

A TANAS Teacher/Administrator License is not transferable to public or private schools accredited by the Tennessee Department of Education.

The TANAS License may or may not be transferrable to private schools affiliated with other school associations recognized as Category IV or Category II schools.

**2. May administrators or teachers licensed with the Tennessee Department of Education serve in TANAS schools without also having a TANAS license?** Yes

**3. Does employment in a TANAS Category II accredited school count as experience toward the renewal of a license with the Tennessee Department of education.** Yes

**4. When an administrator or teacher is licensed by the Tennessee Department of Education, what method of evaluation is used for the renewal of a license?**

Teachers who wish to renew licensure with the TDOE must be evaluated using the following evaluation model: Framework for Evaluation and Professional Growth.

**5. May teachers and administrators licensed with the Tennessee Department of Education also seek licensure with TANAS and hold dual licensure.** Yes

**6. Is the TANAS license transferable between TANAS Category II and Category IV Schools?** Yes

**7. To whom are TANAS licenses issued?**

The Practitioner and Professional Licenses include administrators, teachers, social services employees and occupational teachers.

The following information regarding the Occupational Education License is taken from the tn.gov website:

#### [Practitioner Occupational Education License](https://www.tn.gov/content/tn/education/licensing/apply-for-a-license/apply-for-a-new-teacher-license.html#collapsee5e9adeb65f74af48e77933029fd6237-2)

A Practitioner Occupational Education License may be issued to individuals who have met requirements pursuant to State Board of Education policy, had content verification provided by the Tennessee Department of Education, Career and Technical Division and holds the required current/valid industry certification prior to entering Tennessee public schools. The license is only valid for three years of teaching in a Tennessee public or state accredited private school.

Individuals applying for the Practitioner Occupational Teacher license must meet the following criteria:

* Be formally admitted to or have completed a state-approved educator preparation program
* Be recommended by the state-approved educator preparation program
* Be a high school graduate or higher
* Meet industry certification requirements.
	+ Due to changes in the current licensing requirements and not having regional testing centers available, a grace period of 1 year for industry certifications required for licensing will be given to individuals applying for a new practitioner occupational license. This does not apply to individuals who are advancing their license and have to have industry certification. Additionally, this does not apply to Health Science teachers or Cosmetology teachers.
* Meet the endorsement experience requirements

Health Science.: The health science teacher must hold an associate or higher degree that is related to their health care license. The license, registration or certification must be in an allied health occupation, or as a registered nurse, or in an appropriate medical profession in Tennessee that can be verified by Tennessee Department of Health Licensure or a national license accreditation agency. (EX: Radiological Technologist, Nuclear Medicine, etc.)

The applicant shall have completed one year of full-time or part-time successful employment within the past five years in a related health occupation in a health care clinical setting having a current active healthcare license. (EX: hospital, long-term care facility, rehabilitation or athletic training facility, dental or medical office, home health, day surgery center, etc.)

A listing of endorsement areas in Occupational Education is listed under the endorsements section.

**Types of Certificates**

1. **Teacher Assistant Certificate**

**Requirements for Certification**

* Applicants must have a high school diploma or GED.
* Applicants must be referred by a TANAS member school.

 The Teacher Assistant Certificate is available to those who serve as teacher’s assistants, serving under the supervision of licensed teachers. The Teacher Assistant Certificate may be renewed annually upon the completion of 30 In-service hours or 30 PDPs (Professional Development Points).

1. **Associate Degreed Certificate**

**Requirements for Certification**

* The applicant must hold an associate degree from an accredited college or university.
* Applicants must be referred by a TANAS member school.

 The Associate Degreed Certificate is available to those who serve as teacher’s assistants, serving under the supervision of licensed teachers. The Associate Degreed Certificate may be renewed annually upon the completion of 30 In- service hours or 30 PDP’s (Professional Development Points).

**Types of Teacher Licenses**

**I. Practitioner License**

 **Requirements for Licensure**

* At minimum, the applicant must hold a bachelor’s degree from a regionally accredited college or university.
* The applicant may be enrolled in a state approved educator preparation program, or have completed the approved educator preparation program but has not met the experience requirement for a Professional License.
* Applicants are to submit any qualifying scores on required assessments.
* The applicant must submit official transcripts from a regionally accredited college or university and have content knowledge verified by a program in which a candidate is enrolled.
* Applicants must be referred by a TANAS member school.

 The Practitioner License is valid for three years. Educators who complete an approved educator preparation and pass required assessments, but do not meet additional criteria for advancement to the professional license (e.g., experience, renewal points), may renew the practitioner license once.

**Advancement to the Professional License**

To advance to the Professional License a teacher/administrator must

(1) Complete an approved educator preparation program.

(2) Pass all required assessments before the expiration date of the initial license.

(3) Have three years of experience.

(4) Be recommended by a TANAS member school.

1. **Professional License**

**Requirements for Licensure**

* The applicant has completed an educational degree program from a regionally accredited college or university.
* The applicant has three years of experience teaching in a Category I or Category II accredited school.
* The applicant may be licensed by the Tennessee Department of Education.
* Applicants must be referred by a TANAS member school.

The Professional License is valid for six years and is renewable with the completion of 60 PDPs (Professional Development Points).

The Professional License will be classified according to the applicant’s level of education: Doctorate, Master’s or Bachelor’s Degrees.

**TANAS: Additional Requirements for Licensure**

(1). All applicants are required to show proof of completion of a *Christian Philosophy of Education* course offered by TANAS, the hiring school or other approved organizations. This verification should be on file in the personnel record and will be verified during onsite visits.

(2). Administrators must have a minimum of eighteen semester hours of graduate courses in administration or the equivalent thereof.

(3). A 2.75 grade point average in the major course of study

(4). Agreement with the TANAS Statement of Faith

(5). Background Check: The background check must be kept on file in the personnel record.

**Permit to Teach**

**Tennessee State Law: 0520-02-03-.08**

A TANAS school may issue a Permit to Teach, when the school meets the following requirements:

* The school must state the intent to employ and indicate the position to be held by the applicant.
* The school must indicate that it is unable to obtain the services of a licensed educator for the type and kind of school in which a vacancy exists.
* The school must identify and document a targeted recruitment strategy for the position or shortage areas. The strategy may include, but is not limited to, partnerships with educator preparation providers, advertisements, or recruitment campaigns.
* The school may hire an applicant one time and only if the applicant holds a bachelor’s degree. A bachelor’s degree is not required for an applicant in occupational education.

**Administrator Licenses**

1. **Administrative Assistant License**

The Administrative Assistant License allows an educator to serve as an assistant principal or school while enrolled in an approved instructional leader preparation program. It is valid for three is and is not renewable.

The applicant must meet the following requirements:

* Be at least 18 years old;
* Hold a bachelor’s degree from a regionally accredited college or university;
* Be enrolled in an approved instructional leadership preparation program and recommended for licensure by that provider;
* Provide official transcripts of all credits earned;
* Be recommended by a TANAS member school.
1. **Administrator License**

The Administrator License allows an educator to serve as an a principal, assistant principal or instructional supervisor. The license is renewable every three years.

The applicant must meet the following requirements:

* Be at least 18 years old;
* Hold a bachelor’s degree from a regionally accredited college or university;
* Complete an approved instructional leadership preparation program and be recommended for licensure by the Educational Preparation Program;
* Provide evidence of (3) years of qualifying Pre-K – 12 education working experience;
* Meet all assessment requirements as specified by the State Board of Education;
* Provide official transcripts of all credits earned;
* Be recommended by a TANAS member school.
1. **Renewal of an Administrator License**
* Must be currently serving in an administrative position with a TANAS school; (principal, assistant principal or instructional supervisor)
* Been evaluated for two years as an administrator in a TANAS school;
* Have complete or currently completing the required [Tennessee Academy for School Leaders (TASL)](https://www.tn.gov/content/tn/education/teaching-in-tennessee/tasl.html)  credit hours required for each two year cycle;
* Two verified evaluations of performance as an administrator by a TANAS evaluator;

**Academic Endorsements**

**Endorsement Area** Code Endorsement Area Code

|  |  |  |  |
| --- | --- | --- | --- |
| Agricultural Edu 6-12  | 150 | Gifted Education PreK-12  | 466 |
| Agriscience 6-12 | 151 | Government 6-12 | 132 |
| Arabic 6-12 | 160 | Government 7-12 | 423 |
| Arabic PreK -12 | 478 | Greek 6-12 | 165 |
| Bible | 26 | Greek PreK-12 | 484 |
| Biology 6-12 | 126 | Health & Wellness K-12 | 419 |
| Biology 7-12 | 415 | History 6-12 | 133 |
| Business Edu 6-12 | 152 | History 7-12 | 421 |
| Business Tech 6-12 | 153 | \* IL-Aspiring PreK-12 | 441 |
| Chemistry 6-12 | 127 | IL-Beginning PreK-12 | 442 |
| Chemistry 7-12 | 416 | IL-Exemplary PreK-12 | 444 |
| Chinese 6-12 | 161 | IL-Professional PreK-12 | 332 |
| Chinese 7-12 | 162 | Instrumental/General k-12 | 429 |
| Chinese PreK-12 | 479 | Interventionist 6-12 | 145 |
| Dance K-12 | 445 | Interventionist K-8 | 144 |
| Driver Edu 7-12 | 82 | Japanese 6-12 | 166 |
| Early Child Care & Ser 6-12 | 156 | Japanese PreK-12 | 485 |
| Early Child Care Ser 9-12 | 451 | Latin 6-12 | 167 |
| Early Childhood Ed PreK-3 | 467 | Latin 7-12 | 410 |
| Early Dev/Learning PreK-K | 468 | Latin PreK-12 | 493 |
| Earth Science 7-12 | 418 | Library Inf/Spec PreK-12 | 473 |
| Earth Science 6-12 | 128 | Marketing Edu 6-12 | 158 |
| Economics 6-12 | 130 | Mathematics 6-12 | 125 |
| Economics 7-12 | 424 | Mathematics 7-12 | 413 |
| Educational Interpreter | 147 | Language Arts 6-8 | 121 |
| Elementary Education K-6 | 499 | Mathematics 6-8 | 122 |
| Elementary Grades K-5 | 120 | Science 6-8 | 123 |
| English 6-12 | 159 | Social Science 6-8 | 124 |
| English 7-12 | 407 | Education 4-8 | 440 |
| English as Sec/Lan PreK-12 | 490 | Foreign Language 7-12 | 404 |
| Family & Consumer Sc 6-12 | 154 | Foreign Language PreK-12 | 496 |
| Food Prod & Mgmt Ser 6-12 | 155 | World Language 6-12 | 170 |
| Food Service Supervisor | 100 | Physical Ed K-12 | 420 |
| French 6-12 | 163 | Physics 6-12 | 129 |
| French 7-12 | 411 | Physics -12 | 417 |
| French PreK-12 | 491 | Prof/Administrator PreK-12 | 482 |
| Geography 6-12 | 131 | Psychology 9-12 | 426 |
| Geography 7-12 | 422 | Reading Specialist PreK-12 | 486 |
| German 6-12 | 164 | Russian 6-12 | 168 |
| German 7-12 | 412 | Russian 7-12 | 406 |
| German PreK-12 | 492 | Russian PreK-12 | 494 |
| School Audiologist PreK-12 | 469 | Speech 6-12 | 146 |
| School Counselor PreK-12 | 487 | Speech 7-12 | 408 |
| School Psychologist PreK-12 | 489 | Speech/Lang Teacher  | 458 |
| School Soc/Worker PreK-12 | 488 | Speech Pathologist PreK-12 | 498 |
| Sociology 9-12 | 425 | Superintendent |  90 |
| Spanish 6-12 | 169 | Supervisor of Attendance  |  94 |
| Spanish 7-12 | 409 | Tech Engineering 6-12 | 157 |
| Spanish PreK-12 | 495 | Theatre K-12 | 405 |
| Special/Ed K-12 | 461 | Visual Arts K-12 | 427 |
| Special/Ed Early/Ch PreK-3 | 459 | Vocal/General Music K-12 | 428 |
| Special/Ed Hearing PreK-12 | 463 |  |  |
| Special/Ed Modified PK-12 | 460 |  |  |
| Special/Ed Vision PreK-12 | 462 |  |  |

* Instructional Leadership

**Occupational Endorsements**

**Endorsement Area** Code Endorsement Area Code

|  |  |  |  |
| --- | --- | --- | --- |
| 2-4 Cycle Engines  | 775 | Aircraft maintenance | 773 |
| Automotive | 770 | Aviation Ground School | 774 |
| Barbering  | 780 | Broadcasting | 710 |
| Carpentry | 706 | Collision Repair | 771 |
| Concrete/Masonry | 702 | Cosmetology | 781 |
| Culinary Arts | 730 | Diesel Equipment | 772 |
| Distribution and Logistics | 776 | Drafting/CAD | 700 |
| Electrical | 701 | Fire Safety | 751 |
| Graphic Design | 711 | Health Informatics | 721 |
| Health Science 7-12 | 723 | HVAC | 707 |
| Information Technology | 740 | Legal and Protective Services | 750 |
| Manufacturing | 760 | Plumbing | 703 |
| Programing | 742 | Public Health | 722 |
| Trade/Industrial Ed 6-12 | 761 | Trade/Industrial Ed 9-12 | 762 |
| Welding | 705 |  |  |

**Professional Development Points**

|  |  |  |
| --- | --- | --- |
| **Option** | **PDPs Awarded** | **Documentation** |
| Seminars/Conferences | 1 clock hour = 1 PDP | Certificate of completion or verification form signed by the principal/headmaster |
| College/University Couse Work | 1 semester hour credit = 10 PDPs. A 3 hour credit course equals 30 PDPs | Transcript |

* All educators must earn Professional Development Points to advance or renew a license, including administrator licenses, teacher licenses, occupational licenses, and professional school services personnel licenses. If an educator chooses to advance from the practitioner to the professional license using PDPs, the educator must accrue 30 PDPs. To renew the professional license, an educator must accrue 60 PDPs.
* School in-service days scheduled during the school year do not qualify for Professional Development Points.
* Professional Development Points must be completed within the validity period of the license being advanced or renewed.
* Professional Development Points must be related to the development of content knowledge, pedagogical knowledge or  pedagogical content knowledge; activities designed to enhance educator effectiveness (e.g., world language courses for educators who work with students for whom English is a second language, coursework designed to support educator’s understanding and use of student data) or other activities designed to improve instructional practice qualify for PDPs. Activities that are not related to the development of educator effectiveness do not qualify for PDPs. Examples of activities not accepted, include: athletic coaching or clinics, bus driver competitions, club sponsors, choral/band presentations, or camp direction.
* College/University coursework must be completed at regionally accredited institutions.
* At the time of advancement or renewal, if the applicant is employed in a TANAS school, the local education agency must retain documentation for each completed activity for which the educator is awarded PDPs. The local education agency will be required to verify that educators accrued sufficient PDPs to qualify for advancement or renewal.
* At the time of advancement or renewal, if the educator is not employed in a TANAS member school, the educator must submit documentation of all activities for which the educator requests PDPs. Each activity must be listed on the appropriate form and include appropriate documentation. The person responsible for conducting the local evaluation must sign the form.

**Praxis Requirements for Licensure**

Applicants seeking initial licensure or additional endorsements must pass all applicable portions of the Praxis Series Exams, developed and administered by the Educational Testing Service (ETS).  Additionally, every Initial License Applicant is required to take one of the [PLT Exams](http://www.ets.org/praxis/tn/requirements/).

To register for Praxis tests you must register online with the [Educational Testing Service.](http://www.ets.org/praxis) For registration materials, please call ETS at 1-800-772-9476 or 1-609-771-7395.

When you register for a test, you are permitted to send four free score reports to agencies or institutions of your choice. If you want to send a score report to an institution or agency not selected on test day, you may request additional score reports for a fee.

**Educator Preparation**

Tennessee educators in public and private accredited schools who wish to hold a Professional License must complete an educator preparation program. Prospective teachers can [search preparation programs](http://www.tn.gov/education/teaching/new_educator.shtml) by university/institution or by program type.

The approval of Educator Preparation Programs (EPPs) is governed by state law. You may view state policies, rules, and information regarding EPP approval at:

<http://www.tn.gov/education/teaching/epp_approval.shtml>

**Reactivating an Inactive License**

To reactivate an inactive license, an educator must ensure that the TANAS Office of Educator Licensing has received qualifying scores (not more than 5 years old) on all -required content assessments for each endorsement an educator is seeking to reactivate).

**Revocation of License**

A license may be revoked at any time if the holder is found guilty of violating Christian standards of conduct or professional ethics. In such cases the person charged of the violation shall be notified of the charges and given an opportunity to respond to said allegations, after which the decision of the Tennessee Association of Non-Public Academic Schools Executive Officers shall be final.

**Licensure and Certificate Fees**

Initial License: $35.00 License Renewal: $25.00

Certificate Fees: $25.00